

# **The North Castle Resident's Building Application Guide Fence Permit Checklist**

**IF YOU ARE INSTALLING A FENCE, YOUR APPLICATION  
AND DRAWINGS MUST ADDRESS AND INCLUDE THE FOLLOWING:**

- CONTRACTOR'S WESTCHESTER COUNTY HOME IMPROVEMENT LICENSE**
- CONTRACTOR'S WORKMAN'S COMPENSATION & LIABILITY INSURANCE WITH THE TOWN OF NORTH CASTLE AS A CERTIFICATE HOLDER**
- MAKE SURE THAT THE GOOD SIDE OF THE FENCE FACES OUT OF THE PROPERTY**
- SITE PLAN SHOWING THE LOCATION OF THE FENCE TO BE INSTALLED**
- SHOW ANY WETLANDS OR WATERCOURSES WITHIN ONE-HUNDRED (100) FEET OF THE PROPOSED WORK – IF NO WETLANDS EXIST, PLEASE BE SURE TO NOTE**
- INCLUDE A NOTE ON THE SITE PLAN INDICATING THAT ALL WORK WILL BE CONDUCTED AND INSTALLED ON THE APPLICANT'S PROPERTY**
- SUBMIT A SHOP DRAWING OF FENCE AND HEIGHT OF FENCE**
- SUBMIT A NOTARIZED COST SUBMISSION LETTER**
- CORNER LOTS AND PROPERTIES WITH SIGHT DISTANCE ISSUES WILL BE FORWARDED TO THE NORTH CASTLE POLICE DEPARTMENT FOR THEIR INPUT**